



FamilySearch Family Tree: Sources - Best Practices and Reason Statements

Should I choose “Add New Memory Source” or “Add New Source”

- When adding a new source, I recommend choosing the “Add New Memory Source” and upload an image of your source if possible
- If you also have an exact hyperlink to the image also add that under the “Where the Record is Found” that way someone following your research has the hyperlink but also the image in case the hyperlink breaks

Source Title

- The source title is required
- Put something here that clearly and concisely conveys what your source is, but do not put a full citation, ex “1850 census for Anders Larsen’s household”

Event Date

- You can put the full date, just the month and year, or just the year
- Put in the date the source was created even if it is describing an event that happened years earlier. For example, if an 1850 census provides a birth date of 1804, put 1850 as the date in this box. This will help other researchers analyze how reliable the source is
- Put the event date in as Day/Month/Year. Write out the month, example “12 May 1812”
- After saving the source the day and month will not be visible, but the computer still registers that information internally and can sort the sources in chronological order

Hyperlinks

- Ideally you want to have the exact hyperlink built into the full citation that you put in the “Where the Record is Found” spot
- Having the exact hyperlink that leads directly to the image will save people time than if you just create a generic hyperlink to the website page
- If your hyperlink is really long, you can often shorten it by removing all text after the “?”. Test this out before you try it, sometimes it works and other times it breaks the hyperlink
- If the website you are linking to is behind a paid subscription, anyone who clicks on the link will also need the same subscription in order to view the document. In these cases, it is especially helpful to also upload the image of the document

Where the record is found (Citation)

- You technically don’t need to fill out this box, but it is best practice to do so
- Please at least put the hyperlink here

- If you can put a full citation in this box that is even better
- *Mastering Genealogical Documentation* by Tom Jones does an excellent job teaching the rules of citation building
- *Evidence Explained* by Elizabeth Shown Mills has several excellent examples of citations
- In general, a good way to build citations is to have [Author], [Title], page or folio [number], entry for [whoever the source is about]; [publisher] ([hyperlink]: accessed [date you viewed the material]
- The author can be an entity such as a parish, it does not necessarily need to be a person
- Everything online is published if you viewed a source online often the title of the website is the publisher fx *ArkivDigital*, *Arkivalieronline*, *FamilySearch*
- The date you viewed the material is important if the hyperlink ever breaks. Users can understand, for instance that you viewed the website 5 years ago and that there has been plenty of time for the link to have changed
- Often citations copied from other websites need to be tweaked so they are more specific about which entry on the page was viewed.

Describe the Record (Notes)

- This box is optional, however, it is a great place to provide information on the source and why it was of interest to you
- If you transcribe, abstract, or translate the source, this is a great place to put that information

Reason to Attach Source

- This box is optional
- Adding an explanation of why you attached the source can be especially helpful if the value of the source is not obvious
- Some sources like a birth record might be obvious, a more complicated source might not

Select the Information or Events in this Source

- You can tag the source you are attaching to the following events: Name, Sex, Birth, Christening, Death, and Burial
- This is also optional but doing so will allow people viewing the person's vital information to click on each event and see which sources are attached to it